



Job Description

Position Title:	Part Time Teacher, Non-Certified
Job Title:	Teacher
Function:	Instruction
Family:	Instructor

Reports to:	Campus/Department Assigned	Pay Grade:	Standard Part-Time Hourly Rate
Terms of Employment:	Standard Part-Time Hourly Rate (Based on assignment as defined on pages 18-19 in SAISD Compensation Manual.	FLSA Classification:	Non-Exempt
Funding Source:	This position is locally funded.		

Position Summary

To provide students with appropriate learning activities in core academic subject areas designed to fulfill their maximum potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills that will prepare them for success in higher education and society. Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment. Part-Time work schedule will not exceed twenty-five (25) hours per week.

Essential Functions / Key Responsibilities

1. Analyze performance data to provide targeted instruction based on students' individual needs
2. Develop and implement lesson plans that fulfill the requirements of the district's curriculum program, reflect accommodations for learning style differences, and show written evidence of preparation as required.
3. Present subject matter according to the guidelines established by the Texas Education Agency, board policies, and administrative regulations
4. Work with other staff members to determine instructional goals, objectives, and methods according to district requirements
5. Work with special education teachers to modify curricula as needed for special education students as identified in Individual Education Plans (IEP)
6. Use technology to strengthen the teaching/learning process
7. Plan and monitor workflow of instructional assistants and volunteers
8. Help students analyze and improve study methods and habits
9. Conduct ongoing assessments of student achievement through formal and informal testing
10. Support the mission of the school district by serving as a positive role model for students
11. Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
12. Manage student behavior in accordance with the Student Code of Conduct and student handbook
13. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
14. Participate in staff development activities that improve job-related skills and professional growth
15. Keep informed of and comply with state, district, and campus policies for classroom teachers, including daily attendance, punctuality, and confidentiality
16. Compile, maintain and file all reports, records, and other required documents



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17. Attend and participate in faculty meetings and serve on staff committees as required
18. Comply with the Texas Educator's Code of Ethics
19. Alternative methods of performing the position as assigned
20. Daily attendance and punctuality at work are essential functions of the job
21. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university.
- Demonstrated competency in core subject area assigned
- No Teaching Experience: Favorable recommendation from an educational program supervisor
- 1-2 Years of Teaching Experience: The summative evaluation scores must be at "proficient" or above in four of sixteen dimensions with no "improvement needed" in any dimension using TTESS or a comparable performance evaluation tool
- 3 or More Years of Teaching Experience: The summative evaluation scores must be at "proficient" or above in nine of sixteen dimensions with no "improvement needed" in any dimension using TTESS or a comparable performance evaluation tool
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Requirements

- Valid Texas teaching certification

Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Excellent ability to establish and maintain positive working relationships with students, families, district personnel, business partners, and community
- Knowledge of public laws and District procedures regarding students with disabilities
- Knowledge of curriculum and instruction at all grade levels
- Knowledge of curriculum accommodations/modifications
- Knowledge of handicapped conditions and the challenges to learning of each
- Knowledge of educational software such as: Frontline, ITCCS, IDATA, etc.
- Ability to individualize services to students and work effectively with them one-to-one.
- Ability to adjust and be flexible to a multitude of situations in the school environment

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.)



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Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:
<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: Date: